

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT <b>Auditor-Controller</b>		(2) MEETING DATE <b>January 24, 2006</b>		(3) CONTACT/PHONE <b>M. Estrella (805) 781-5040</b>	
(4) SUBJECT <b>Submittal of a cash procedures review of the San Luis Obispo County Agricultural Commissioner's Office in San Luis Obispo and Arroyo Grande conducted on November 16, 2005, and at the Templeton office on November 17, 2005.</b>					
(5) SUMMARY OF REQUEST <b>The results of our review revealed all cash funds and cash receipts on hand to be in balance at the time of the count. In addition, we verified that the department is applying adequate internal controls over its cash handling functions.</b>					
(6) RECOMMENDED ACTION <b>Please review the report for your information. No departmental response is required.</b>					
(7) FUNDING SOURCE(S) <b>N/A</b>		(8) CURRENT YEAR COST <b>N/A</b>		(9) ANNUAL COST <b>N/A</b>	
(10) BUDGETED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST):					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) <b>1st, 2nd, 3rd, 4th, 5th, <u>All</u></b>			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input checked="" type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		

(19) ADMINISTRATIVE OFFICE REVIEW	
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**County of San Luis Obispo**  
**Office of the Auditor-Controller**  
Room 300 County Government Center  
San Luis Obispo, California 93408  
(805) 781-5040 FAX (805) 781-1220



**GERE W. SIBBACH, CPA**  
**Auditor-Controller**  
**BILL ESTRADA**  
**Assistant**

TO: HONORABLE BOARD OF SUPERVISORS  
FROM: GERE W. SIBBACH, AUDITOR-CONTROLLER *by BE*  
DATE: JANUARY 24, 2006  
SUBJECT: CASH PROCEDURES REVIEW OF THE AGRICULTURAL  
COMMISSIONER'S OFFICE CONDUCTED ON NOVEMBER 16 & 17, 2005

Recommendation

Please review the report for your information. No departmental response is required.

Discussion

The results of our review revealed the cash funds and cash receipts on hand to be in balance at the time of the count. In addition, we verified the department is applying adequate internal controls over its cash handling functions.

Other Agency Involvement/Impact

None.

Financial Considerations

The Agricultural Commissioner's Office deposits approximately \$57,000 per month.

Results

The Auditor-Controller's program of periodic cash procedures reviews helps maintain and improve internal controls and procedures for cash handling by County staff.

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**GERE W. SIBBACH, CPA**  
**Auditor-Controller**  
**BILL ESTRADA**  
**Assistant**

January 5, 2006

Robert E. Lilley, Agricultural Commissioner  
County of San Luis Obispo  
2156 Sierra Way, Suite A  
San Luis Obispo, CA 93401

Dear Mr. Lilley:

Our office conducted a cash procedures review of the Agricultural Commissioner's cash handling and petty cash procedures at the San Luis Obispo and Arroyo Grande offices on November 16, 2005 and at the Templeton office on November 17, 2005.

Purpose

The purpose of our review was to determine compliance with the County Cash Handling Policy and to establish accountability for the cash on hand at the time of the count.

Scope

Our review included physically counting all cash on hand during our visit and reconciling the amounts to the department's accountability figures. We also examined cash receipts and compared these amounts to the corresponding receipt totals and to the subsequent deposits. Our review also included an evaluation of internal controls over cash, and petty cash fund expenditures and reimbursements. Our evaluation of internal controls included inquiries of departmental staff, personal observations, and testing selected documents and procedures.

Finding and Recommendation

CASH FUND

The results of our examination revealed all cash funds and cash receipts on hand to be in balance at the time of the count.

Recommendation

None.

B-10  
B-3

Robert E. Lilley  
January 5, 2006  
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We appreciate the courteous attitude of your staff and the cooperation we received during the course of our review.

Sincerely,

Gere W. Sibbach, CPA  
Auditor-Controller

A handwritten signature in black ink, appearing to read "N. Booth", written in a cursive style.

Norman L. Booth, CPA  
Chief Internal Auditor

Handwritten initials "B-10" and the number "4" in black ink, located in the bottom right corner of the page.